

February 7, 2003

Subject: Budget and Accounting Manual (BAM) Revision #3

To: All Budget and Accounting Manual Recipients

Attached are the changes to the Budget and Accounting Manual for Fiscal Year 2003. These changes are being sent to each person on our BAM mailing list. If you have moved or changed jobs, please e-mail us with your new address. See the attached Change of Address form for instructions on sending mailing list changes. We continue to welcome your comments. See the attached BAM Comment Sheet for instructions on sending your comments. We are reissuing most chapters because of name changes to organizations referred to throughout the BAM, such as:

Old Term

New Term

Budget and Accounting Service Enhancement (BASE)	Financial Management Division (FMD)
Minneapolis Business Site (MBS)	Minneapolis Financial Services Branch (MFSB)

A brief explanation of the changes to each chapter and instructions for replacing pages are as follows:

Chapter	Explanation of Changes	Action
Table of Contents	Page adjustment.	Replace all.
Chapter 1	Change in acronym.	Replace all.
Chapter 2	Change in acronym.	Replace page 2-1.
Chapter 3	To reflect current salary and expense appropriations and reimbursement.	Replace all.
Chapter 4	Change in acronym.	Replace all.
Chapter 5	Change in acronym.	Replace all.
Chapter 6	Change in format.	Replace all. Remove Exhibits 6-1 and 6-2 and replace with the new Exhibit 6-1.
Chapter 7	Change in acronym.	Replace all.
Chapter 8	Change in acronym.	Replace all.
Chapter 9	Change in acronym.	Replace all.

Chapter 10	To reflect the funds for change-making purposes.	Replace all of Chapter 10 and Exhibits 10-1, 10-3, and 10-6. Add Exhibits 10-1a&b and 10-8.
Chapter 11	Change in acronym.	Replace all.
Chapter 12	Change in acronym.	Replace all.
Chapter 13	Change in acronym.	Replace all.
Chapter 14	Detailed changes on accounting codes and FFIS reports.	Replace all.
Chapter 15	Change in acronym.	Replace all.
Appendix A	Change in acronym.	Replace all.
Appendix B	Change in acronym.	Replace all.
Appendix C	Change in acronym.	Replace all.
Appendix D	To reflect new questions asked.	Replace all.
Appendix E	More accurate copy.	Replace all.
Appendix F	New BOCCs from NFC.	Updates are now on the NFC website.

Please call Darlene Stephens on (301) 734-5742 if you have any questions.

Laura MacKenzie, Director
Financial Management Division

Attachments